

**FilMiami is going green and challenging all production companies to do so as well! Welcome to our **GO GREEN Guide** for productions. Going Green is much more than recycling or deciding to use your own bag at the supermarket it is a way of life. "Going green" means to pursue knowledge and practices that can lead to more environmentally friendly and ecologically responsible decisions and lifestyles, which can help protect the environment and sustain its natural resources for current and future generations.**

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The Film & Entertainment industry can have a significant impact on our environment in many ways. This e-brochure (we chose to be eco-friendly and not print) is meant to be a guideline and resource guide for productions to make environmentally conscientious decisions and to go green. It focuses on actions that a production can take at different levels from the set-up of the production office to craft services to wardrobe to set construction and transportation that take the environment into consideration and can have a significant impact on the production's carbon footprint.

This **Go Green Guide** is an evolving work in progress as we will be updating periodically to include new information. We are also interested in hearing from you if you have existing "Green" practices that are not listed here, you can email us at [info@filmmiami.org](mailto:info@filmmiami.org) We also encourage you to pass this brochure along to your contacts in the industry... the more we spread the word the better!

**GOING GREEN**





As the center of a production, the Production Office has many opportunities to reduce the environmental impact of its own operations and to encourage other production areas to "Go Green".

## Copy Machines/Faxes

- Lease or purchase copiers that can print double-sided copies.
- Cut the amount of paper that you use in half -- make double-sided copies when possible.
- Email, circulate, or post documents instead of making a copy for everybody.
- How many copies do you really need? Take a little time to better estimate or count how many copies you are really going to need.
- Save some toner by turning down the contrast when possible.

## Fax Machine

- Instead of using a full cover sheet when sending faxes, try using a small adhesive note, such as the one below :

Fax-Note	Date	# of pages
To	From	
Co./Dept.	Co./Dept.	
Phone #	Phone #	
Fax #	Fax #	

- Purchase a fax machine that uses plain paper instead of thermal paper. Plain paper is easier to recycle.
- Set your fax machine so that it prints out a transmission report only when specifically requested, and not every time a fax is sent.

## Computers and Printer

- Save energy by using the power management features of your monitors and CPUs. Learn more at [www.energystar.gov](http://www.energystar.gov)
- Using email to distribute information in your office is a great way to save paper-- if you and other recipients
- Most computer programs today have a "Print Preview" feature. Use it to proofread documents rather than printing out numerous draft copies. This is also a great time to run spell check.

- Save paper by fitting more information on each page. Try reducing your margin size and/or the font size. Many computer programs will allow you to change the defaults so that you don't have to remember every time. (e.g. Microsoft® WORD®)
- If you have to print draft copies, try designating and filling a tray in your printer with scrap paper that has already been printed on one side.
- Buy recycled-content paper and keep recycling bins next to copiers.
- Recycle toner cartridges when they are empty. Also, buy recycled toner cartridges -- they help the environment and are often cheaper.
- Buy recycled toner cartridges -- they help the environment and are often cheaper.
- Replace oil-based toner powder with SoyPrint Toner which is made from soybeans, and according to its manufacturers, is the first of its kind. These soy-bean fueled toner cartridges are also:
  - Made in the U.S.A.
  - Comparably price to major-label brands
  - Capable of printing the same number of pages as 'conventional' oil-based toners

For more information visit <http://planetgreen.discovery.com/work-connect/recommend-soy-ink.html>

## Files

- Store files electronically when possible.
- Create a central document filing system that many people can access instead of having each person maintain duplicate files.
- File folders can be reused many times simply by replacing the label insert in the plastic tabs, by inverting the folder, or by pasting a blank label over the old one.
- Purchase file folders made from recycled materials.

## Paper/Cardboard

- Reduce the amount of paper you purchase by limiting distribution lists, instead of multiple copies, making double-sided copies whenever possible, and communicating via email instead of printed memos.
- Use the backs of single-sided documents as draft paper, and look for formatting changes that could reduce the number of pages you must print (margins, etc.).
- When ordering paper, be sure to buy paper with the highest post-consumer recycled content, ideally non-chlorine bleached. (Copy paper sold at the Mill Store contains 30% post-consumer recycled content and is elemental chlorine-free.)

- Recycle paper in recycling bins. Keep the white paper free of color paper or other lower grades of paper, such as trades and newspapers (those should go in the Mixed Paper bin). Do not put napkins, cups, tissues, or paper towels in your paper bins – they are not recyclable.
- Recycle cardboard by nesting or flattening boxes and placing them near your recycling bins.
- Print double-sided scripts at Half size.
- Encourage responsible printing.
- Encourage teleconferencing over traveling meetings.

To locate recycling centers in Miami-Dade County contact Department of Solid Waste Management, Yvette Colburne, Recycling Coordinator, 2525 NW 62nd Street, Ste. 5100, Miami, FL 33147, (305) 514-6716 or (305) 594-1696, [yfc@miamidade.gov](mailto:yfc@miamidade.gov)

## **Food & Snacks**

- To-go containers are not recyclable. Reduce waste by encouraging brown-bag lunches, or carpool to a restaurant and dine on-site.
- If you bring your lunch to work, use reusable utensils in a reusable lunch bag.
- Purchase biodegradable cups, plates and cutlery made of corn starch instead of plastic.
- Encourage the use of reusable cups, mugs, plates, and utensils in the pantry instead of disposables
- Paper plates and plastic utensils are not recyclable. Please do not place them or packaging of any kind with food on it, in a recycling bin.
- Consider purchasing organic, locally grown seasonal fruits and vegetables for your snack table. They taste better and are healthier for you and the environment.
- Recycle empty, rinsed tin cans in your Bottles and Cans recycling bin (soup, tuna cans, etc.).

## **Beverages**

- All glass jars and bottles and plastic bottles made of plastic types #1 and #2 can be recycled. Other types are not recyclable and should not be placed in the recycling bins.
- Avoid using non-biodegradable materials (ex. Styrofoam).
- Switch to a reusable filter in your coffee maker.
- Consider buying organic juices, coffee, tea, milk, etc.

## **Energy**

- Use as much natural light as possible.
- Desk lamps use less energy than overhead lighting
- Turn off computers, printers, monitors, and copy machines when not in use. Make this a part of the routine for the last person (or cleaning crew) each evening.
- Set computer monitors to sleep mode to save energy when not in use.
- Turn off the lights when leaving a room.
- Use compact fluorescent torchieres and light bulbs (instead of halogen and incandescent).
- Set your thermostat to 78° F during summer and leave it at that setting. A thermostat lock box can help to cut-down on staff frequently adjusting settings during the day.
- Keep doors and windows closed when the air conditioning or heating is on.
- Use rechargeable batteries.

## **General**

- Purchase or rent USED office furniture
- Add Environmental mission statements to the Call Sheet.
- House Cast and Crew in environmentally friendly hotels.



**STOP  
Waste**



## II. Transportation

- Turn off vehicles when not in use.
- Ask Vendors of all companies that provide trucks and vehicles for production if they run on natural gas, biodiesel or fuel cells.

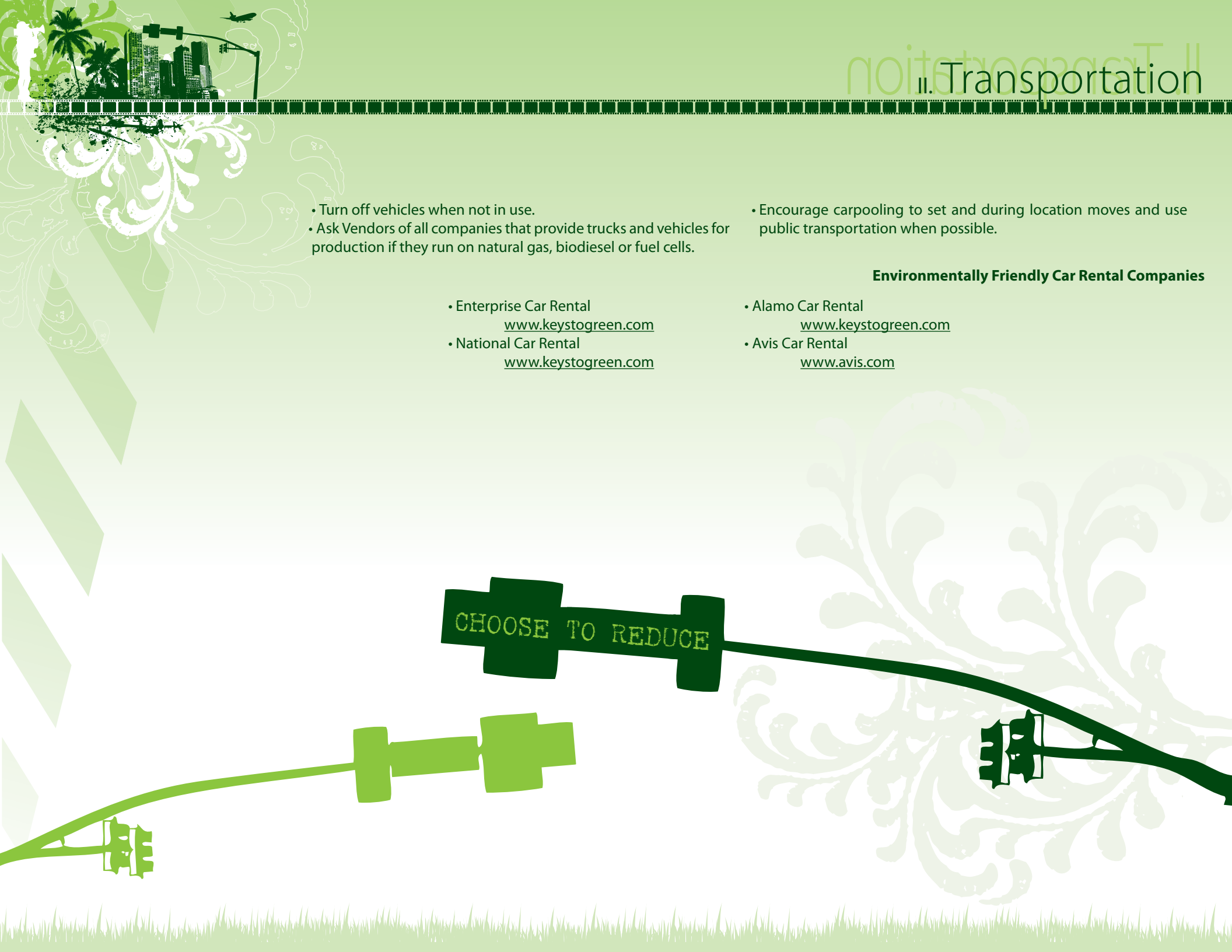
- Encourage carpooling to set and during location moves and use public transportation when possible.

### Environmentally Friendly Car Rental Companies

- Enterprise Car Rental  
[www.keystogreen.com](http://www.keystogreen.com)
- National Car Rental  
[www.keystogreen.com](http://www.keystogreen.com)

- Alamo Car Rental  
[www.keystogreen.com](http://www.keystogreen.com)
- Avis Car Rental  
[www.avis.com](http://www.avis.com)

CHOOSE TO REDUCE



### III. Construction / Grip

Much of the waste generated by film and television production results from the disposal of set-materials. Below are some suggested ways to reduce that waste.

#### **Scaffolding & Lumber**

- Reduce wood use by renting reusable metal scaffolding.
- If using wood, consider certified sustainable lumber (FSC certified).
- Clean, used wood and small cuttings can be donated to schools and nonprofit organizations.
- Clean, used wood not suitable for donation can be recycled.

#### **Set walls/set pieces**

- Set walls can be reused or donated.

#### **Other materials**

- Recycle scrap steel, brass, copper, aluminum.
- Large pieces of carpeting, in reusable condition, can be donated.
- Plate glass, tempered glass, Plexiglas, Lexan, etc. can be donated or recycled.

#### **Energy**

- Turn off lights when you leave.
- Turn off coffee makers before leaving.





## IV. Paint, Props/Set Dressing and Wardrobe

These simple suggestions can all contribute significantly to a greener production.

### Paint

- Save money by wiping cans clean of paint residue and consolidating unused paint for donation.
- Otherwise paint must be disposed of as hazardous waste, which costs double.
- Use leftover paint from previous productions as primer instead of buying new paint

### Props/Set Dressing

- Props and set dressing elements that were purchased can be donated to schools and nonprofits at no cost to the production.

### Wardrobe

- Request an environmentally friendly garment cleaner when cleaning costumes. Traditional dry-cleaning uses the toxic chemical perchloroethylene, but nontoxic alternatives such as wet cleaning and GreenEarth cleaning should be used if available.
- Costumes that are no longer being used may be donated to schools and non-profit groups.

### Local Green Cleaners

- OXXO Care Cleaners – many in the Miami area  
[www.oxxousa.com](http://www.oxxousa.com)
- Ecolavation, LLC, 1451 S. Miami Ave., Miami, FL  
305-969-2959
- The Neighborhood Cleaner, 10777 NW 41st, Miami, FL  
305-979-5219
- Ecolav Miami, 1451 South Miami Avenue, Suite E, Miami, FL 33130  
305-381-1446  
[www.ecolav.net](http://www.ecolav.net)
- Steiner-Atlantic Corporation, 290 NE 68th St, Miami, FL 33138  
305-754-4551,  
[www.steineratlantic.com](http://www.steineratlantic.com)
- [www.greeneearthcleaning.com/](http://www.greeneearthcleaning.com/)

Keep clearly labeled recycling bins near the catering area or where people eat and drink with notices enforcing their usage (on set/location and at production office).



Food choices can have a significant environmental impact, both in terms of the food itself and how it is packaged. Below are some suggested ways to reduce their environmental impact.

## Food/condiments

- Consider local/organic sources for produce.  
Visit the Florida Certified Organic Growers and Consumers homepage at [www.foginfo.org](http://www.foginfo.org)
- Choose seafood that is abundant, caught or farmed in environmentally friendly ways and low in harmful toxins like mercury and PCB's.
- Limit use of plastic plates, utensils or take-out containers – they're not recyclable.
- Donate leftover food to local food banks instead of throwing it away.

• The following is a list of Local Florida Food Banks:

### • Help From The Herat Foundation

1050 NE 215th St  
Miami, FL 33179  
(305) 249-2929

### • Curlys House

6025 NW 6th Ct  
Miami, FL 33127  
(305) 759-9805

### • Treasure Coast Food Bank INC

3051 Industrial 25th St  
Fort Pierce, FL 34946  
(772) 489-5676

### • Francy Baby Food

4733 NW 183rd St  
Miami Gardens, FL 33055  
11.7MI from Miami  
(305) 430-8040

### • Farm Share

300 N Krome Ave  
Florida City, FL 33034  
24.3MI from Miami  
(305) 246-3276

### • Circle of Prayer Warriors INCO

4322 NE 5th Ave  
Oakland Park, FL 33334  
25.4MI from Miami  
(954) 390-0282

### • Boca Helping Hand

127 NW 13th St  
Boca Raton, FL 33432  
42.7MI from Miami  
(561) 417-0913

## Beverages

- Recycle plastic and glass bottles, aluminum and tin cans, and glass jars in your Bottles & Cans in a recycling bin. Keep a well-labeled recycling bin near Crafts Service area or where people eat and drink, in addition to a trash can.
- Snip plastic six-pack rings, which can endanger birds, sea life and other animals.

## Miscellaneous

- Recycle cardboard by removing plastic wrap, flattening boxes.
- Turn off coffee makers and other service items when not in use.
- Use biodegradable plates, cups and cutlery (if reusable is not an option).





### Reduce Waste

- Bring a mug and use it every day instead of disposable cups.
- Write your name on your water bottle then refill it several times before recycling it.
- Use paper that's already been printed on one side for scratch paper.
- Always make double-sided copies.
- Avoid printing email or other documents that can be read electronically.

### Recycle Everything

- Recycle bottles, cans, paper, cardboard, metal, wood, CD/DVDs, film, tape, paint, batteries, toner cartridges, green waste and electronic waste.
- Make recycling easy by making sure your bins have proper signage and are located in high traffic areas.
- Donate used toner cartridges.

### Buy Recycled and Earth Friendly Products

- Buy products with high levels of "post-consumer" content (e.g. paper, plastic lumber construction materials and office supplies).
- Buy cleaning products with low VOCs (volatile organic compounds).
- Buy local, non-toxic and organic products.
- Another great thing you can do to save energy and money is to buy ENERGY STAR labeled products that offer ways for people to reduce greenhouse gas emissions in their daily lives. The Energy Star label is found on over 30 categories of products for the office including computers, copiers, printers, faxes, water coolers, power adapters and many others. For more information visit [www.energystar.gov](http://www.energystar.gov)

### Conserve Energy

- Practice task lighting - if you don't need a light, turn it off.
- Replace incandescent light bulbs with compact fluorescent ones - they use less energy, generate less heat and last much longer.
- Always keep outside doors and windows closed when the air conditioning is on.
- Close your shades during hot summer days and open during cold winter days.
- Set thermostats to 78 degrees or higher in summer and 68 degrees or cooler in winter.
- Turn off thermostats when leaving home for long periods of time.
- Unplug electronics and appliances when leaving home for long periods of time.
- Conserve water - it takes electricity to pump it.

### Reduce Pollution

- Carpool and use public transportation whenever possible, and avoid idling your vehicle.
- Video or telephone conference as an alternative to traveling long distances for meetings.
- Add indoor plants to clean and freshen indoor air.
- Avoid synthetic air fresheners; find the source of the odor and clean it up.
- Ask smokers to smoke away from the exits and entrances to your building.
- Never throw anything into storm drains

### Educate and Enlist Your Friends

- Create a bulletin board in your area that offers employees earth-saving tips, articles, etc.
- Share what you did to green your last production with your new production.



## vii. Carbon Neutral Production

You can neutralize a production's carbon emissions by investing in renewable energy.

- Carbon dioxide (CO<sub>2</sub>) is the leading greenhouse gas which contributes to climate change, also known as global warming.
- Air travel, hotel energy use, rental cars, truck fuel, diesel generators, office and warehouse energy use and shipping are all activities that result in thousands of tons of CO<sub>2</sub> emissions.
- These emissions greatly impact air quality and ultimately climate change, and are referred to as the production's "carbon footprint."

- In the past, some film producers and actors have counterbalanced this footprint by planting trees to absorb the amount of CO<sub>2</sub> from production activities and make their films "carbon neutral."

For more on the Miami Dade County Green Legislation and Initiatives go to: [www.miamidade.gov/earthdade/legislation.asp](http://www.miamidade.gov/earthdade/legislation.asp)



## viii. References

- Information on Certified Green Lodging in Miami-Dade area:  
[www.miamidade.gov/conservation/green\\_lodging.asp](http://www.miamidade.gov/conservation/green_lodging.asp)
- Information on organic food and where to find it:  
[www.organic.org](http://www.organic.org)  
[www.localharvest.org](http://www.localharvest.org)  
[www.organicconsumers.org](http://www.organicconsumers.org)
- Organizations that handle donated food:  
[www.dailybread.org/index.cfm/category/1/lang/en.html](http://www.dailybread.org/index.cfm/category/1/lang/en.html)
- Information on fuel efficiency and alternative fuel vehicles:  
[www.fueleconomy.gov](http://www.fueleconomy.gov)  
[www.eere.energy.gov/cleancities](http://www.eere.energy.gov/cleancities)
- Information on energy efficiency and energy efficient appliances:  
[www.energystar.gov](http://www.energystar.gov)
- Information on biodegradable plastic cups, plates and cutlery:  
[www.biogroupusa.com/](http://www.biogroupusa.com/)  
<http://bridge-gate.com/about.html>  
[www.simplybiodegradable.com/](http://www.simplybiodegradable.com/)  
[www.nat-urstore.com/](http://www.nat-urstore.com/)
- Information on global warming and climate change:  
[www.climatecrisis.net/](http://www.climatecrisis.net/)
- Articles on environmental issues with practical tips:  
[www.afandpa.org](http://www.afandpa.org)  
[www.thegreenguide.com](http://www.thegreenguide.com)
- Disposal of hazardous E-waste (electronic devices with a battery or circuit board, including computers, printers, VCRs, cell phones, telephones, radios, batteries, microwaves, etc.):  
[www.e-recycle.org/](http://www.e-recycle.org/)
- Information on Recycling Centers for paper products  
[www.miamiwastepaper.com](http://www.miamiwastepaper.com)





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WHERE CREATIVITY SHINES

Is your production **Green**? Please share with us what your company is doing to be **Green** at [info@filmiami.org](mailto:info@filmiami.org)



Please consider the environment before printing this brochure.